Project Transmittal Database V1.0

In January 2004, Location and Surveys will start using a new Project Transmittal Database. This new system will be a totally electronic system of notifying the Central Office as well as other DOT sections that data has been transmitted. It will no longer be necessary to send paper copies back and forth. This will hopefully reduce errors and speed the transmission of data between units.

The new Transmittal Database will be interfaced with the existing Project Assignment Database. It will be web based and utilize the DOT email system. Once an electronic transmittal has been sent, an electronic signature will be written to the database when the electronic document is viewed. This will give a complete history of the dataflow for a project. All transmittal data is tied to the LS number.

The concept and operation of the database is simple. The field office user creates an electronic transmittal (the parent) by selecting tasks from a list. The user then sends this information to the Central Office. An email will be generated with a link to the electronic transmittal.

After any quality control checks, the Central Office can either chose to return the data to the field for corrections and/or additions or send the data on to the requesting unit. In order to do this, a sub or “child” transmittal is created. This is another electronic transmittal that has the data being forwarded on to the requesting unit.

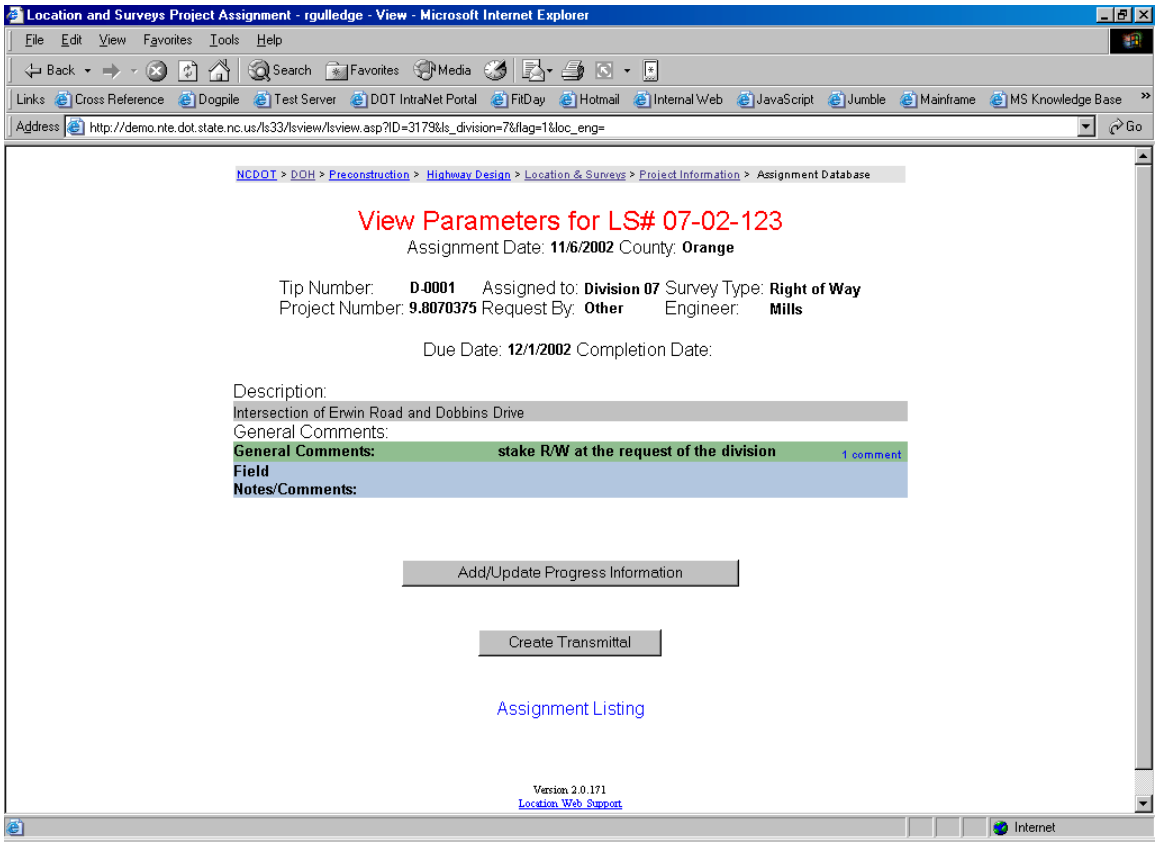
The requesting unit will receive an email with a hyperlink to the electronic child transmittal. To view this transmittal, the user must login to the system with their email username and password. This will display the header of the transmittal. This page will have a “View Conformation” button. Clicking this button will show the user the complete transmittal. It will also write the user name, date and time to the database. This is in effect an electronic signature.

Hopefully this system will be easier to use than the paper transmittals and result in a more efficient workflow.

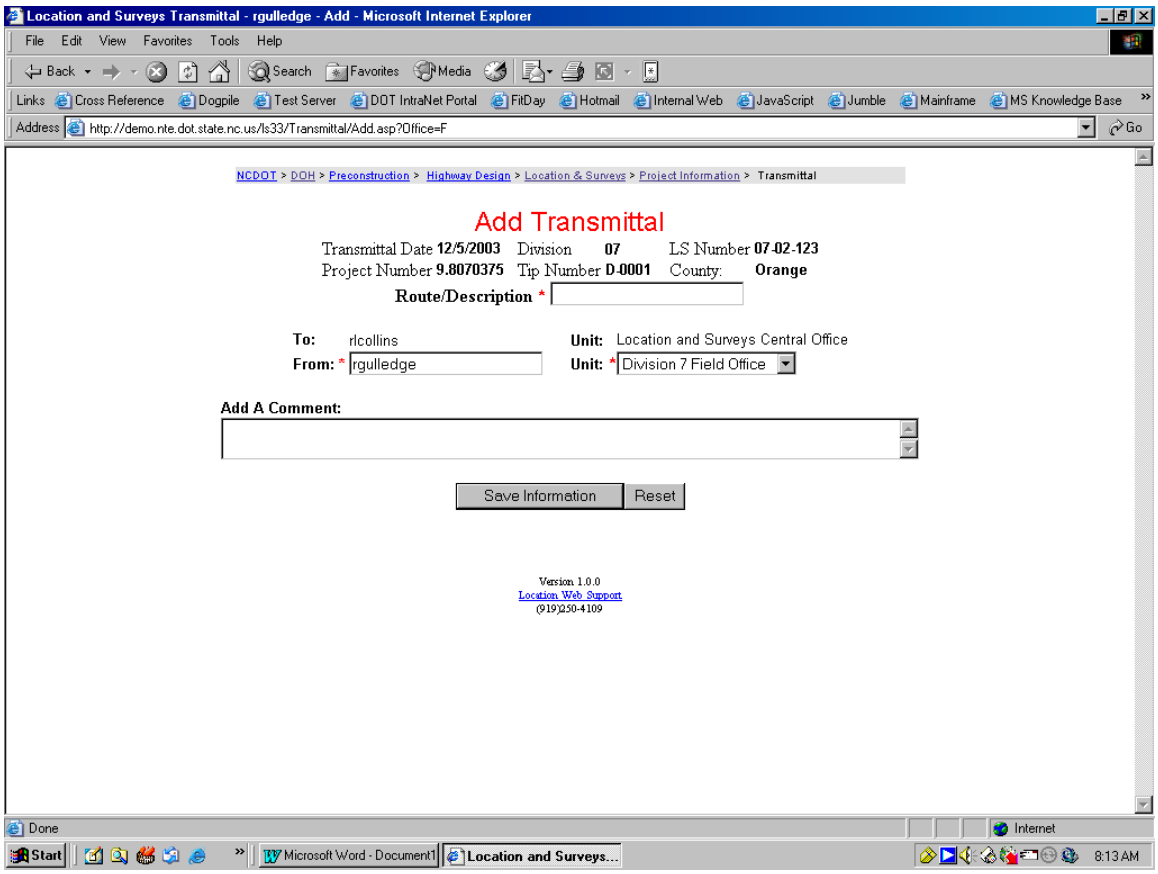
On the following pages, the basic operation of the program will be shown along with screen shots. If you have any questions about the system, please contact either James Dodson or Joel Gulledge.

Note: This system works best in Internet Explorer 5.5 or above. It is not guaranteed to work in Netscape.

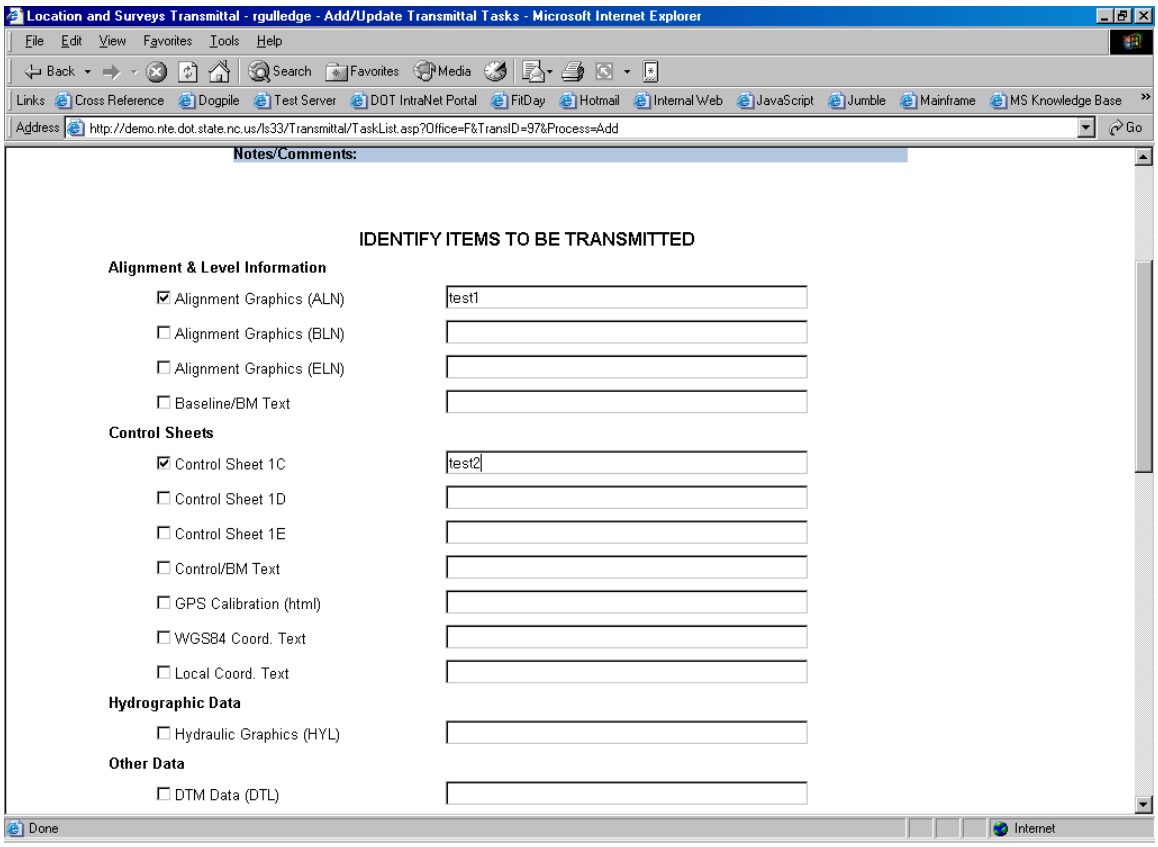
The new transmittal database is linked into the project assignment database. When a field office is ready to transmit data for a project, they can go to the project assignment database and locate the project:



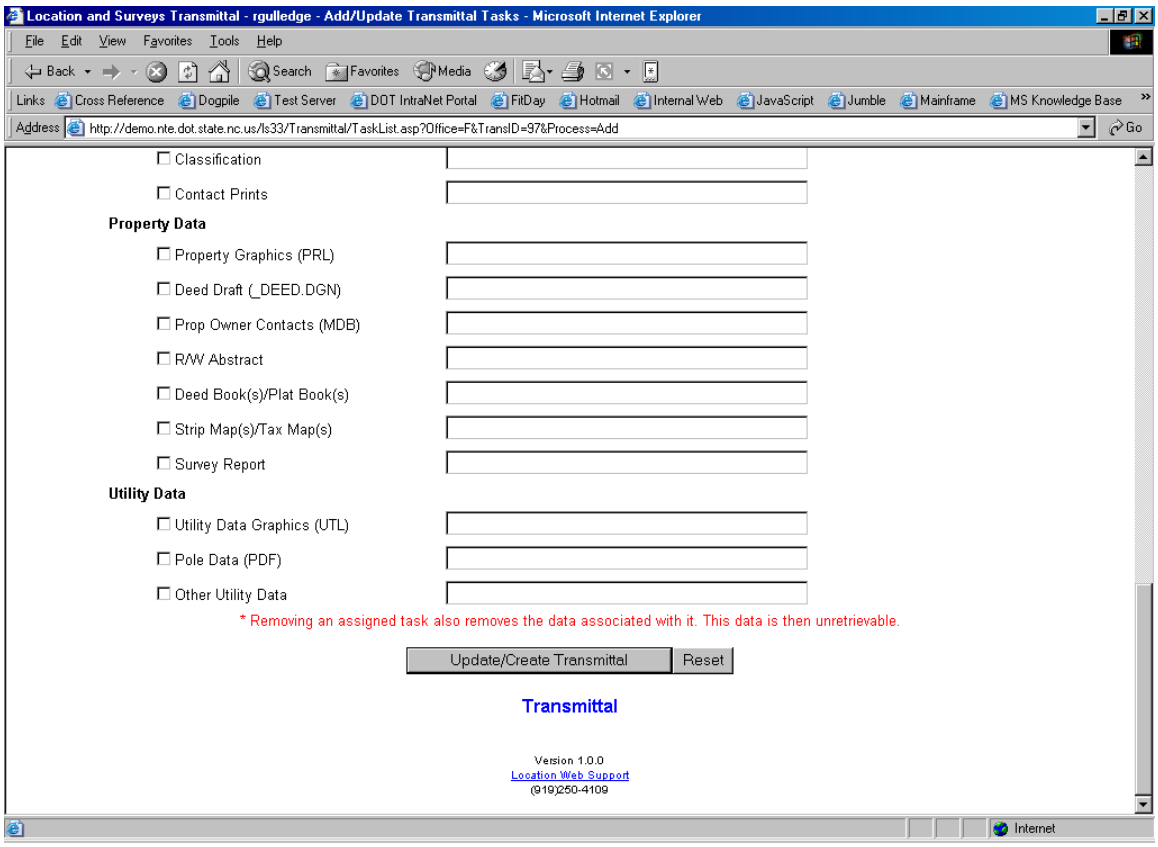
The user can then click on the Create Transmittal button:



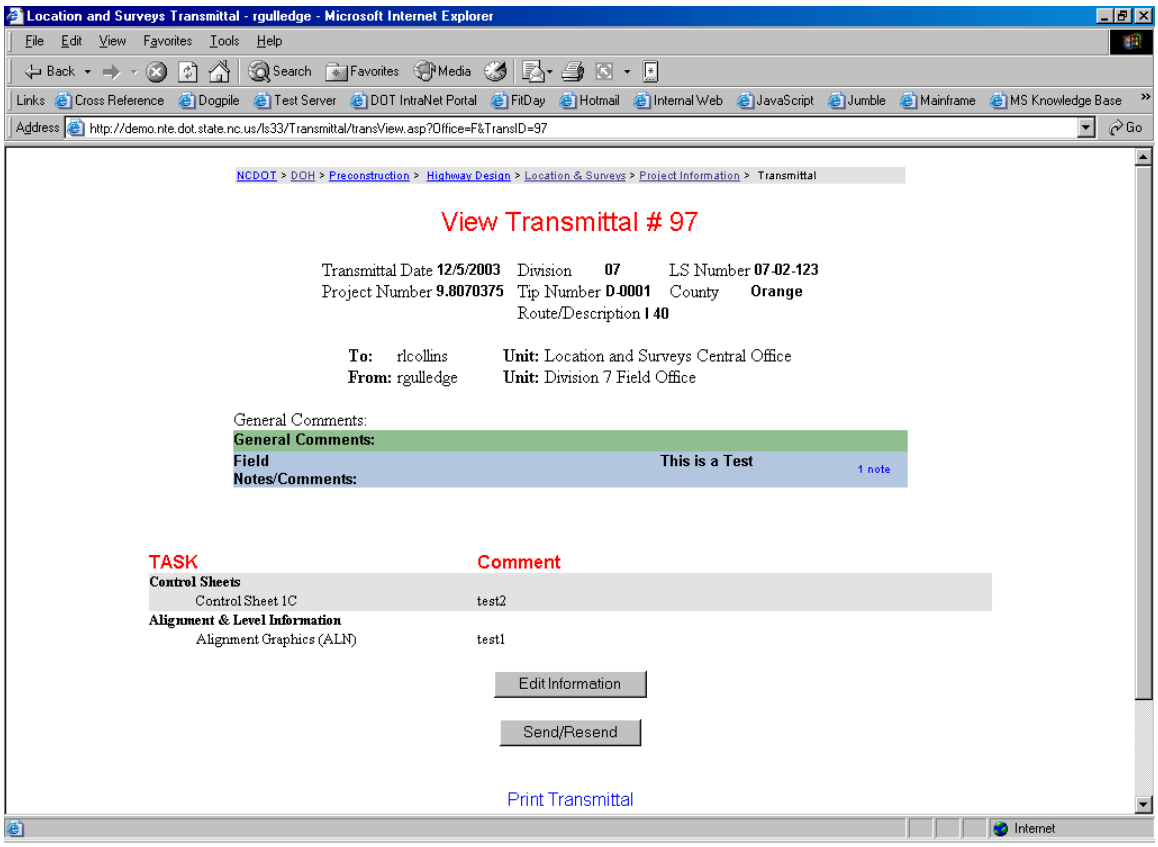
Fill in the requested information (a red asterisk is required information) and hit save information.



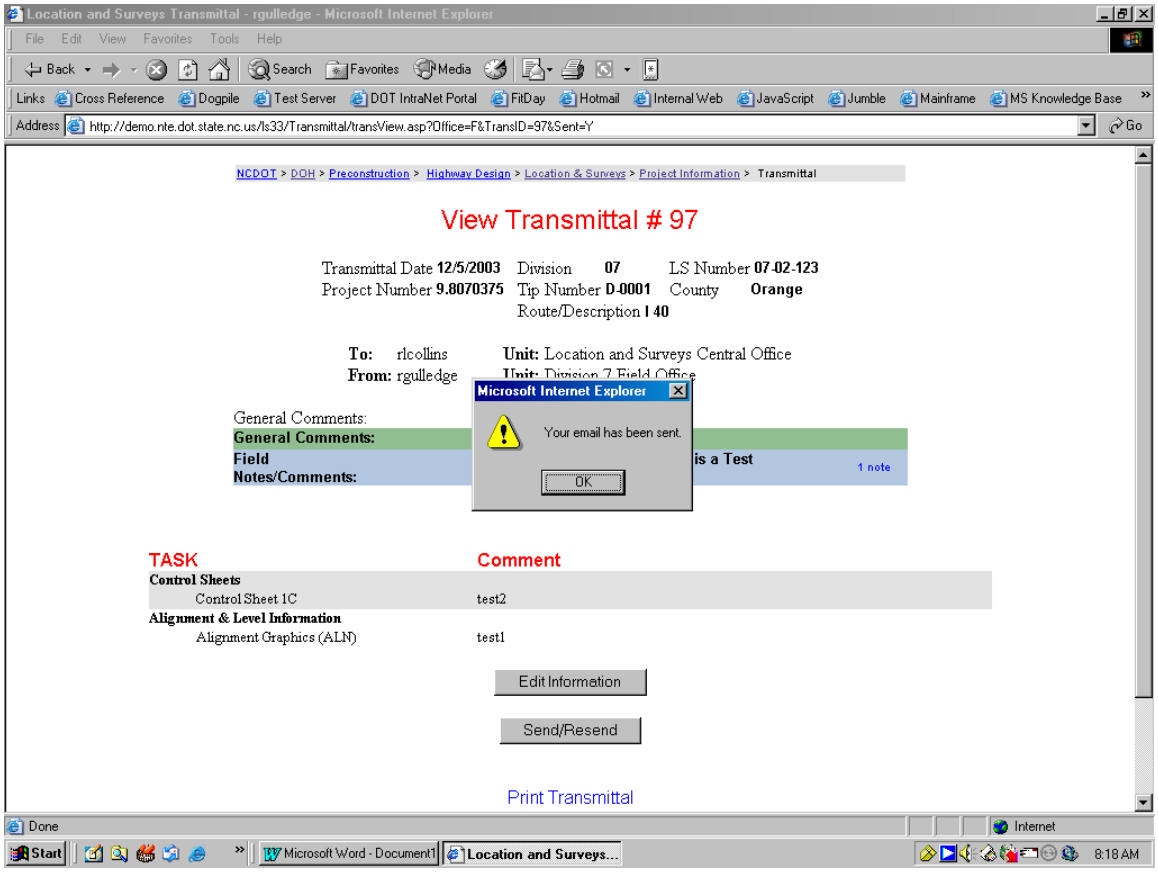
On the next screen, you can pick the items that you want to send. A comment is required for each item you send (such as filenames).



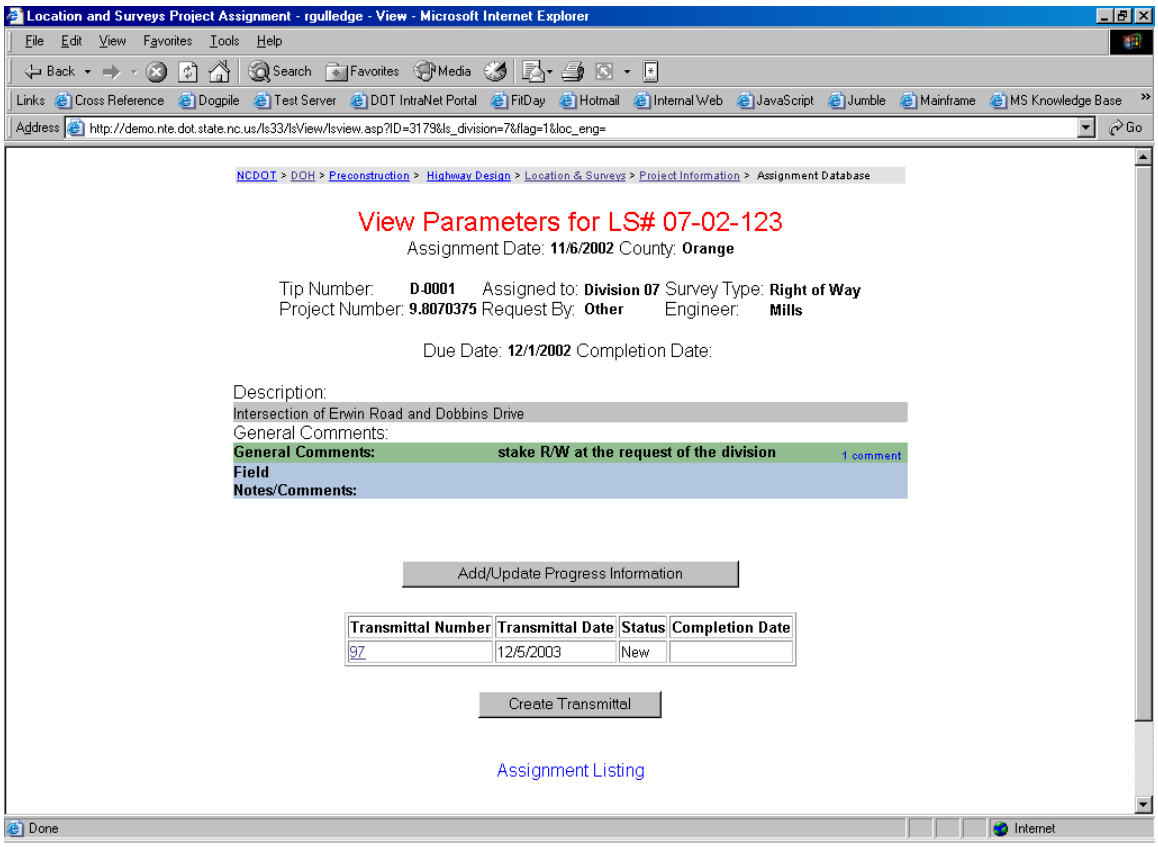
When you have picked all the tasks, click on the “Update/Create Transmittal” button. A summary of the transmittal is shown:



At this point you can edit or send the transmittal. When you hit send a confirmation button will appear.

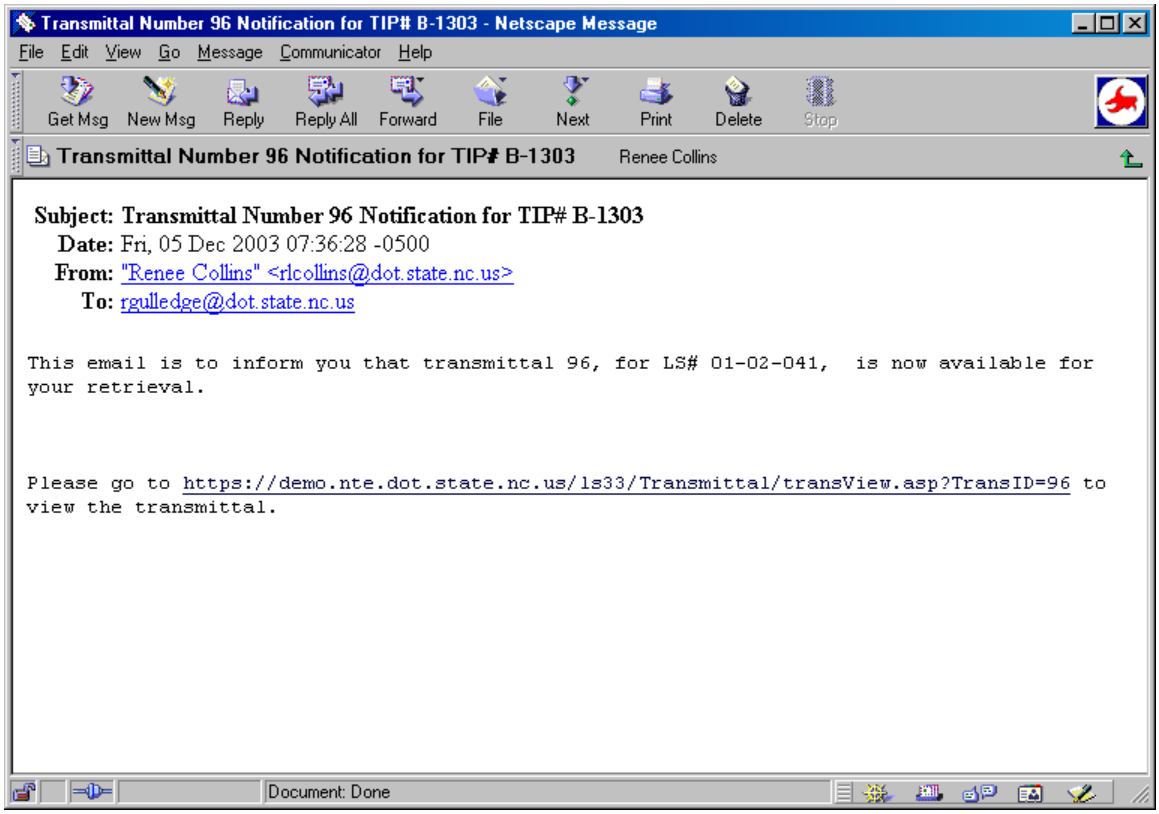


You then have the option of printing the transmittal or returning to the assignment-listing page. If you return to the assignment listing and then pick that same job again, you will now see the transmittal associated with the project.

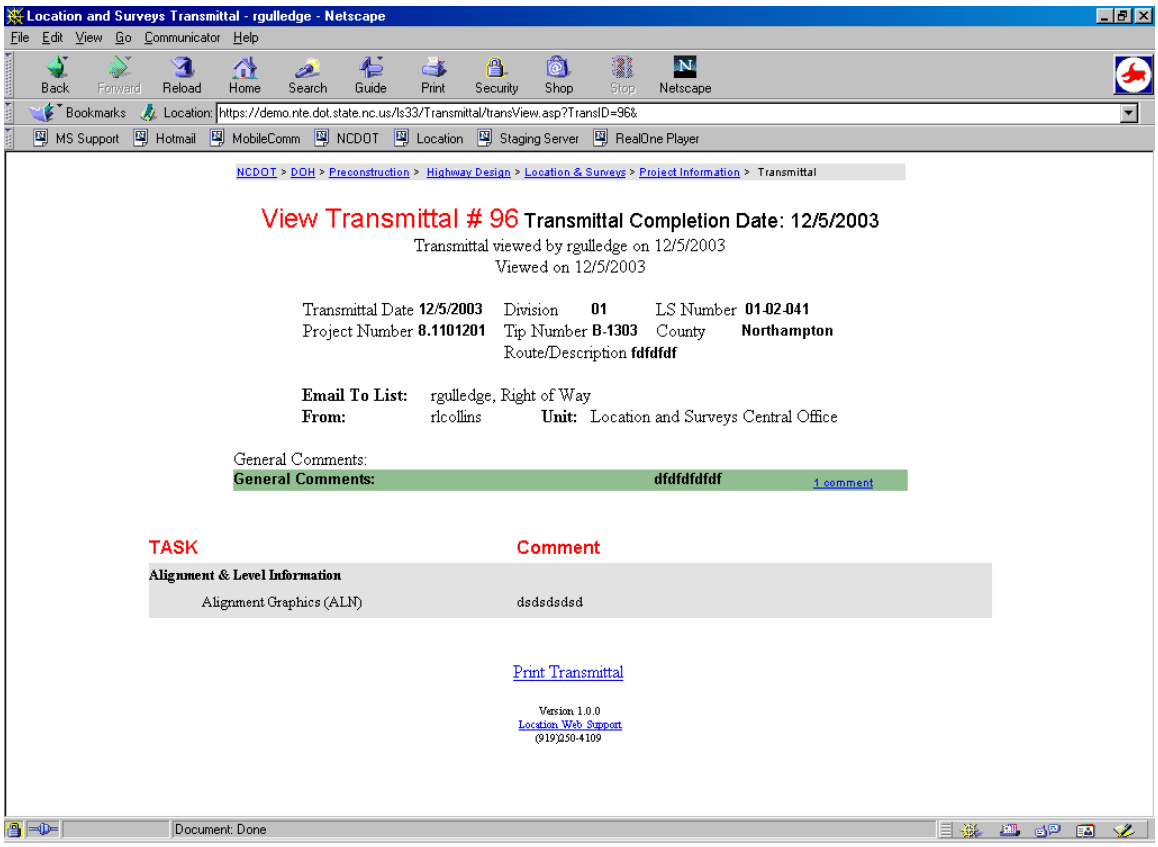


You will notice that the status is “new”. At this point you can still edit the transmittal. When the central office creates a child transmittal to that goes with the parent just created, its status will go to “working” and a field office can no longer edit any data on the transmittal.

When you hit the send transmittal button, an e-mail was generated to L-S project similar to the following:

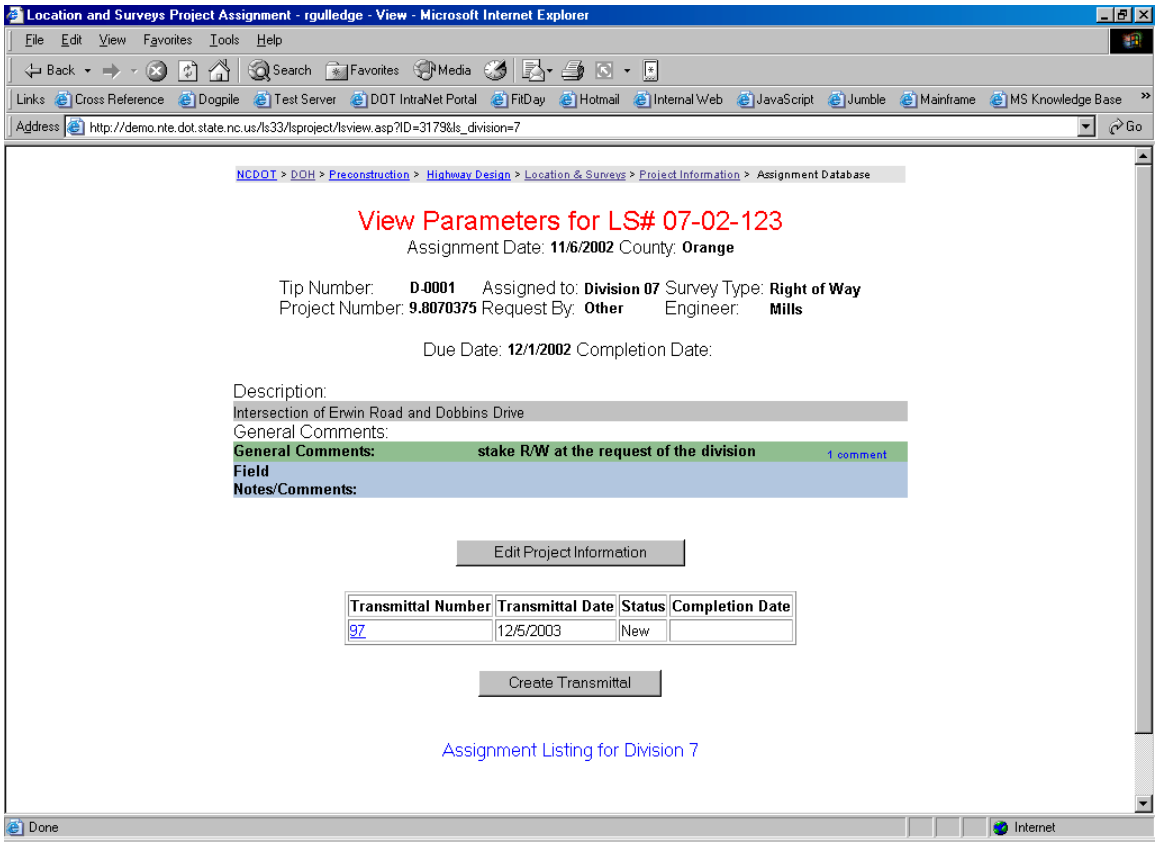


When the person clicks on the hyperlink, they are asked to log in and then they see the transmittal as follows:

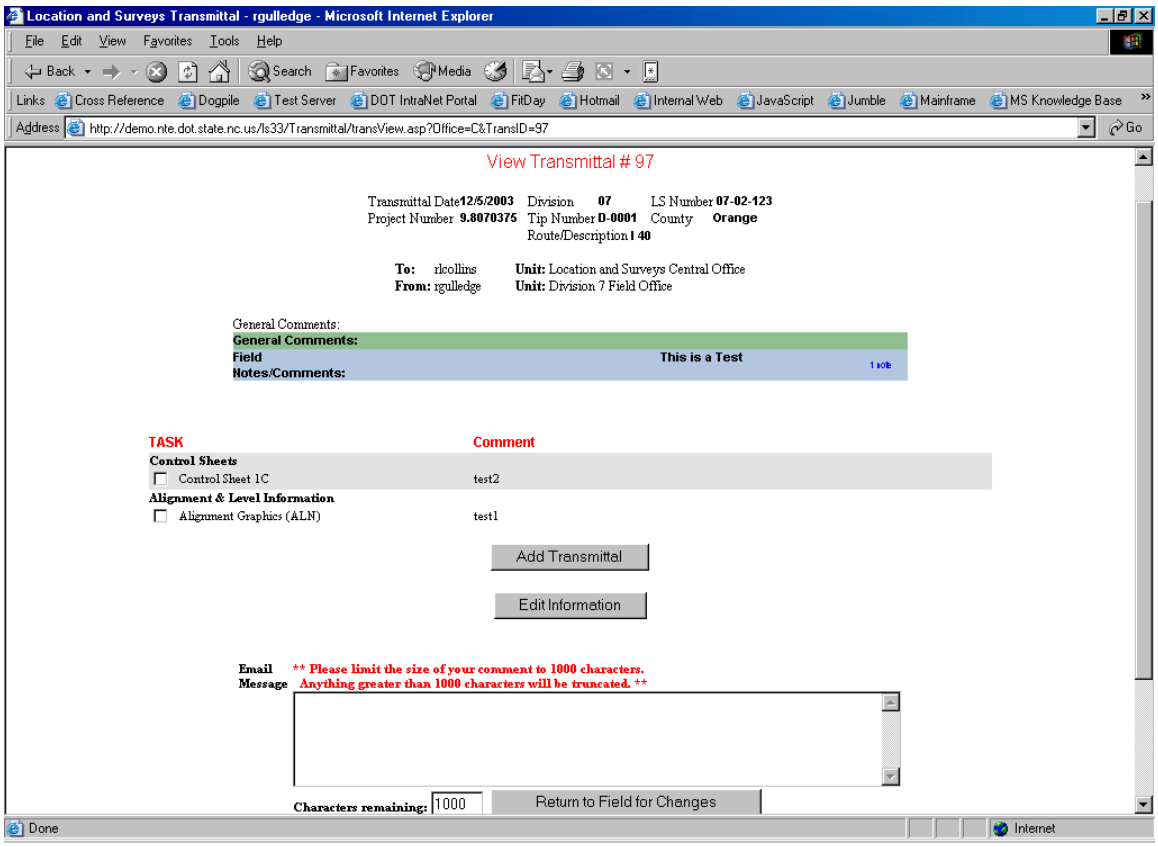


This covers the field side of the database. We will now look at the Central Office side.

When the Central Office receives notification of the transmittal, they can go into the project database and see the transmittal. This allows them to continue the workflow on the transmitted data.

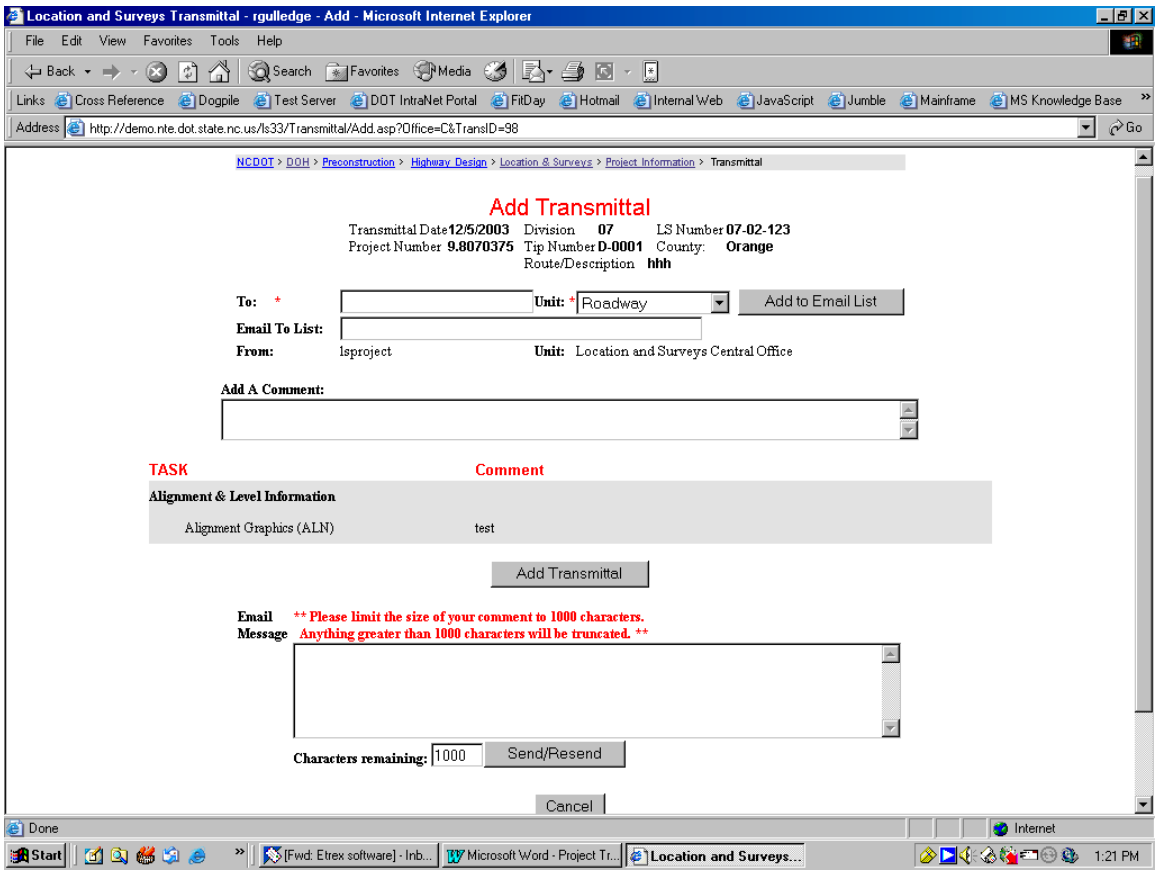


After clicking on the transmittal number, they see the following screen:

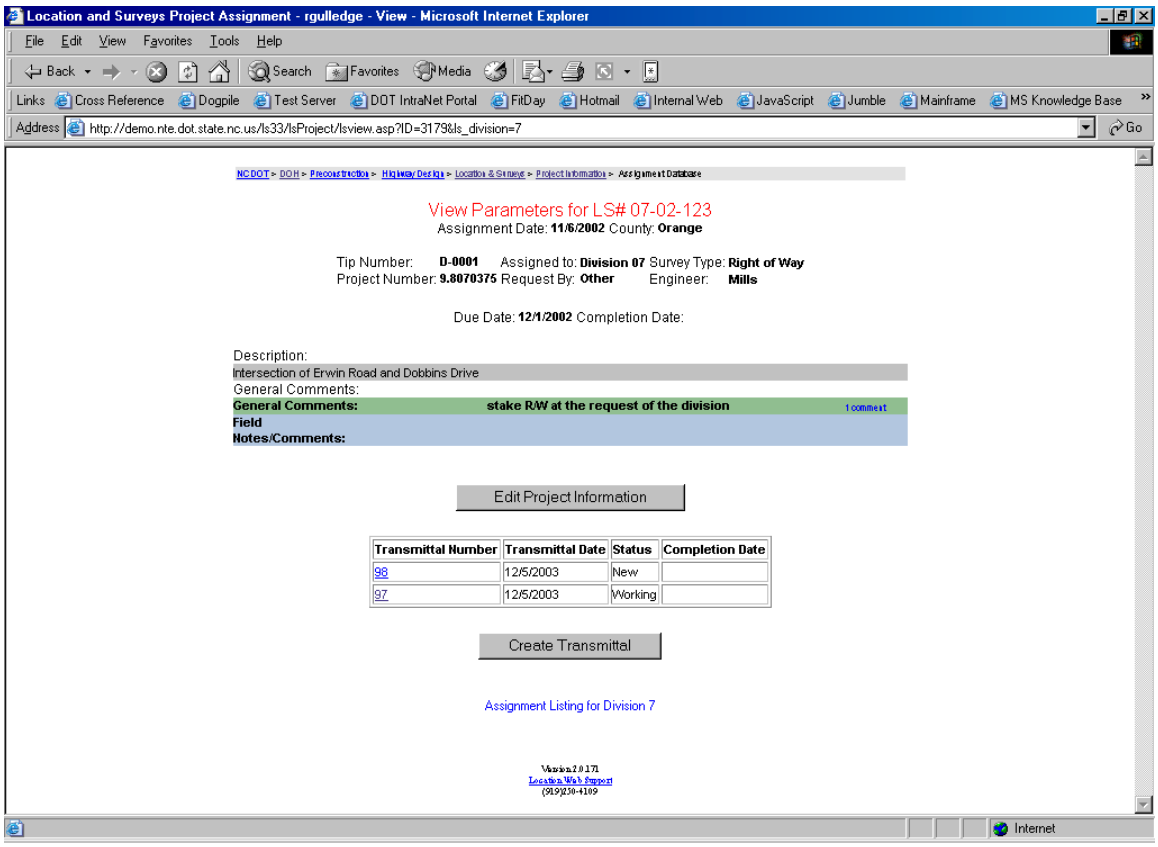


At this point they have several options. They can add a comment and hit the return to field for changes. If this option is selected, you will receive an email similar to the one shown earlier asking for changes to be made to the transmitted data.

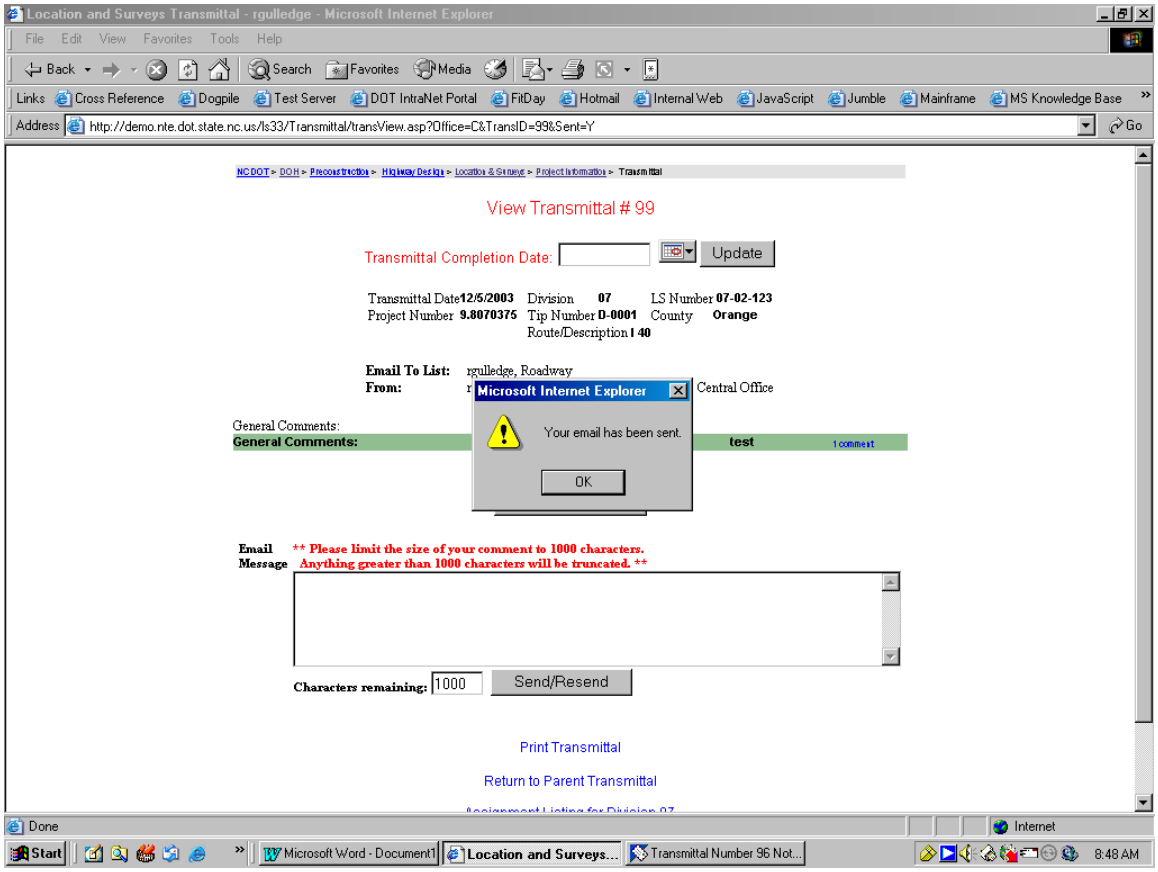
If all or some data is ready to be forwarded on to the requesting unit, the user selects the boxes beside the completed tasks and clicks on the “add transmittal” button and the following screen is selected:



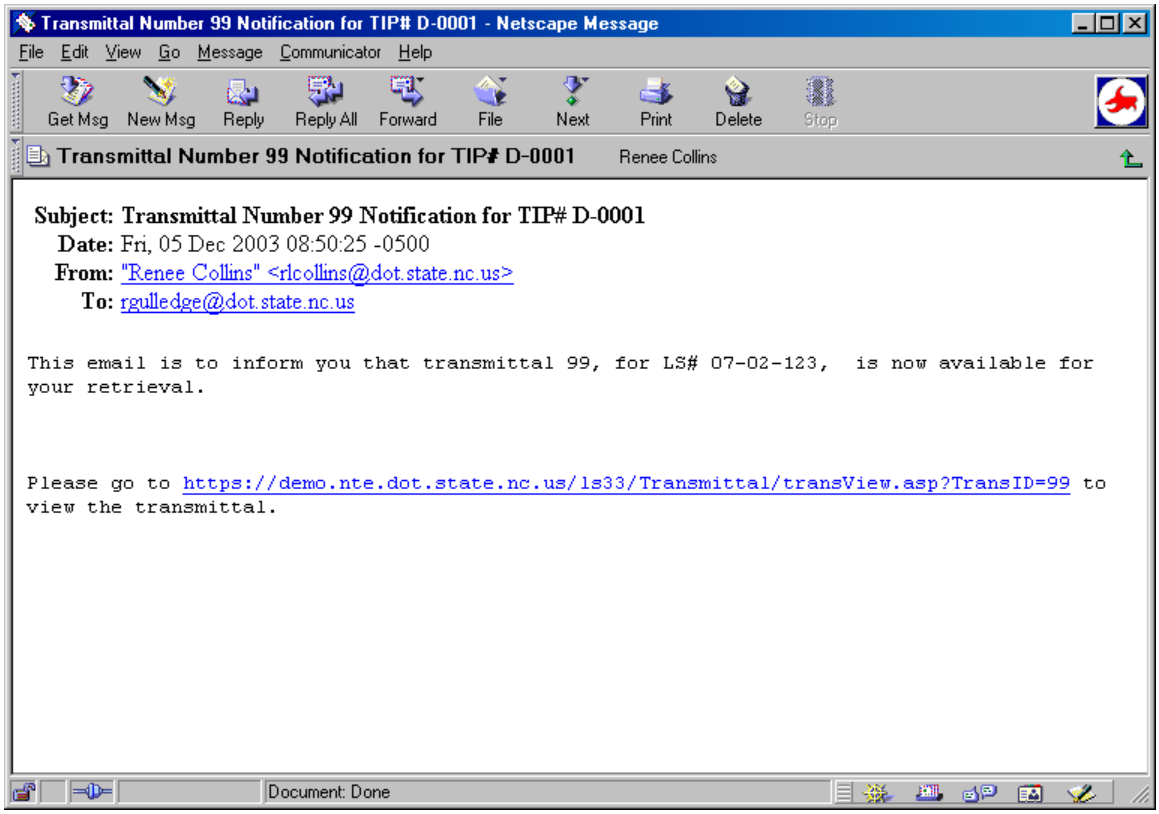
On this screen, the “To” field is filled in with the person who requested the information along with their unit name. The tasks that were selected on the previous screen are already shown. At this point, the person can hit “add transmittal”. If this is selected, we can go back to the project database and see the following:



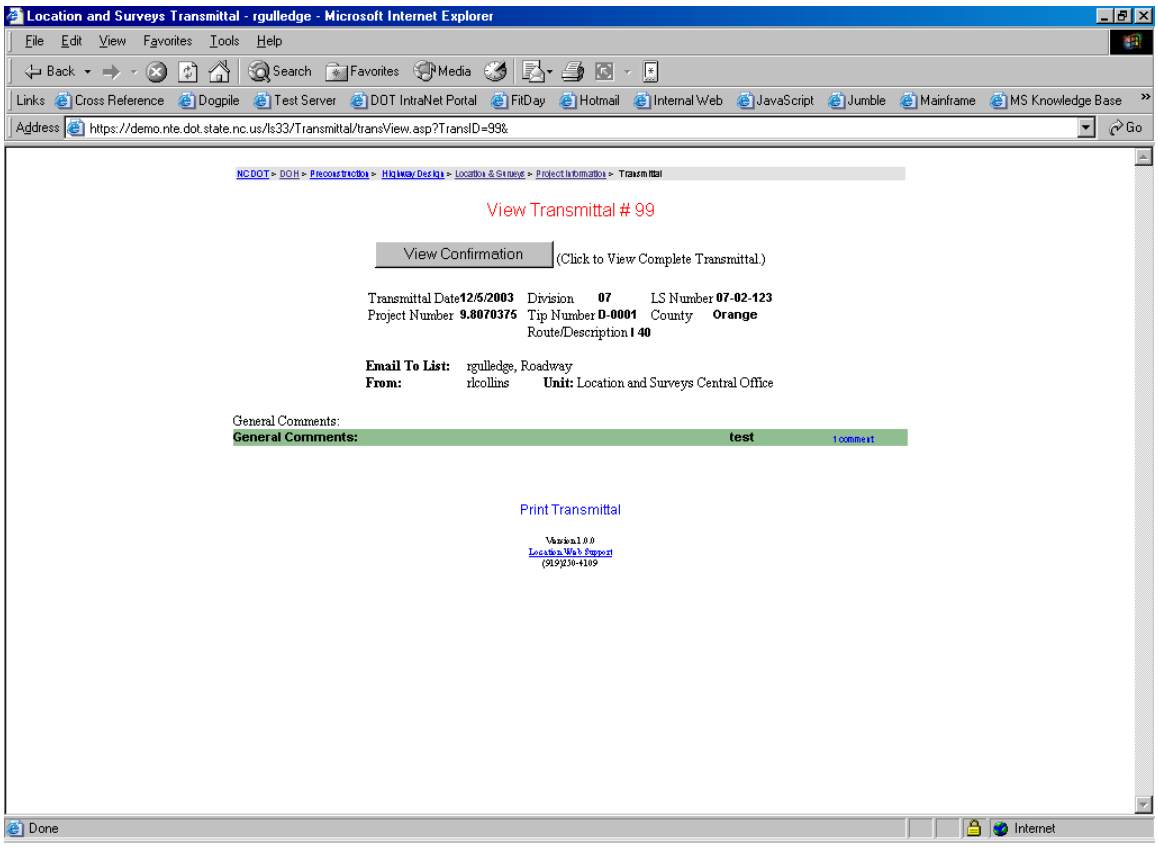
The parent transmittal is now shown as “working” and the child as new. On the previous screen, the person could have also picked “send/resend” if they were ready to send the transmittal on. Once again you get the following confirmation screen:



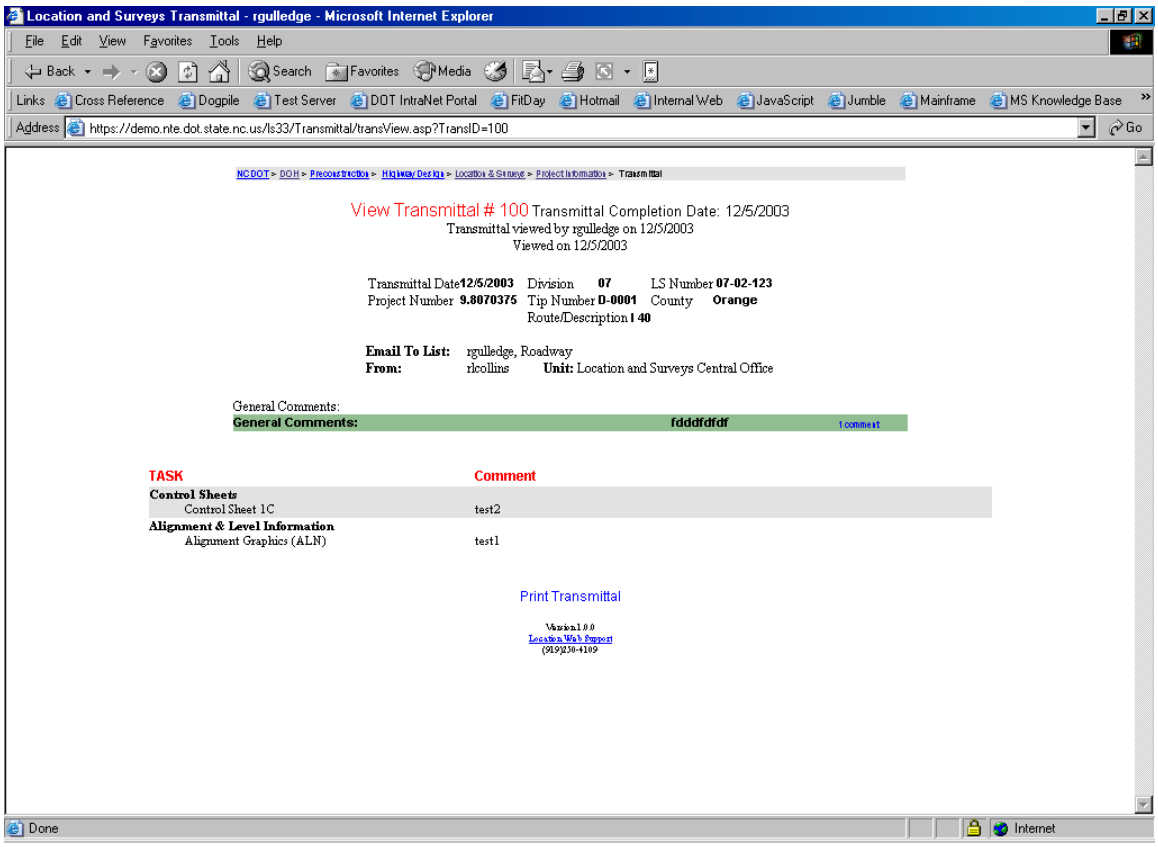
The receiving unit would then get the following email:



After clicking on the hyperlink, the user must login and then will be presented the following screen:



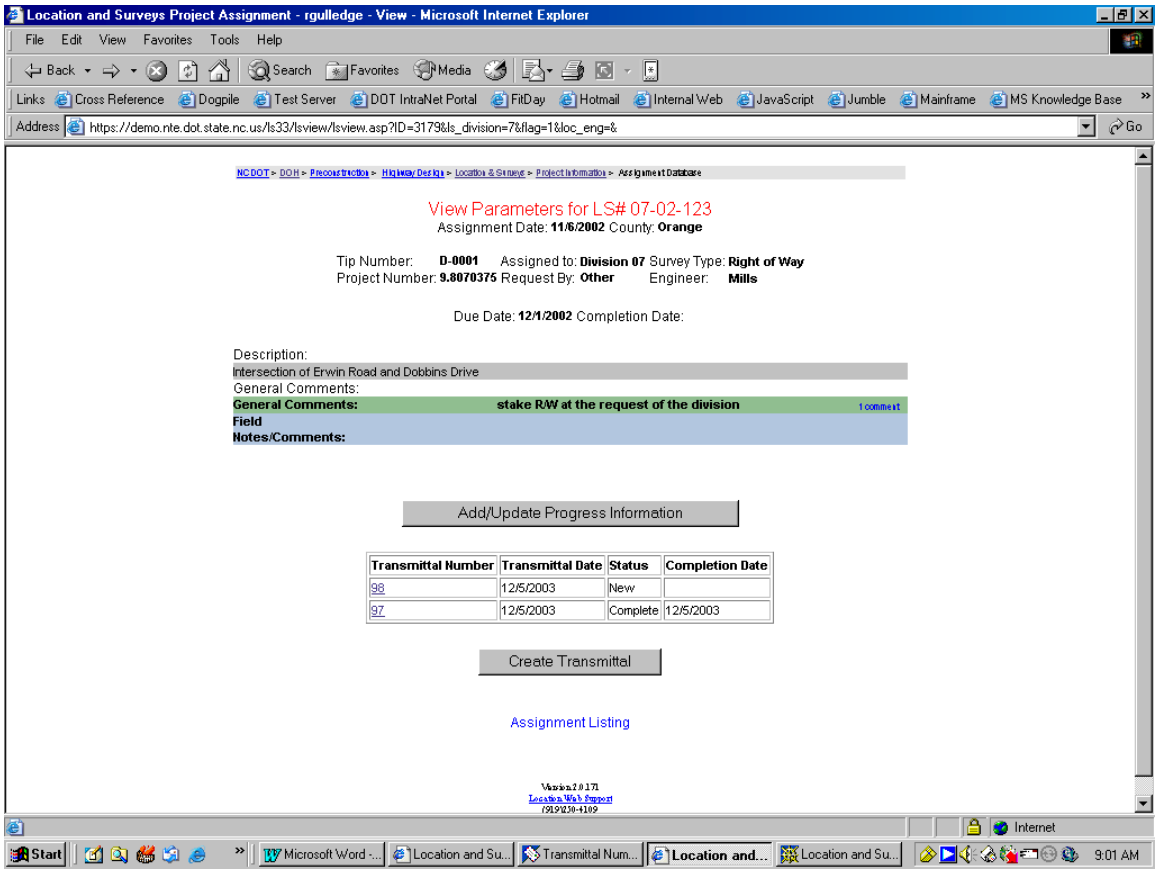
Notice the “View Conformation” button at the top of the screen. As soon as this button is selected, the username, date and time they viewed it are recorded and displayed.



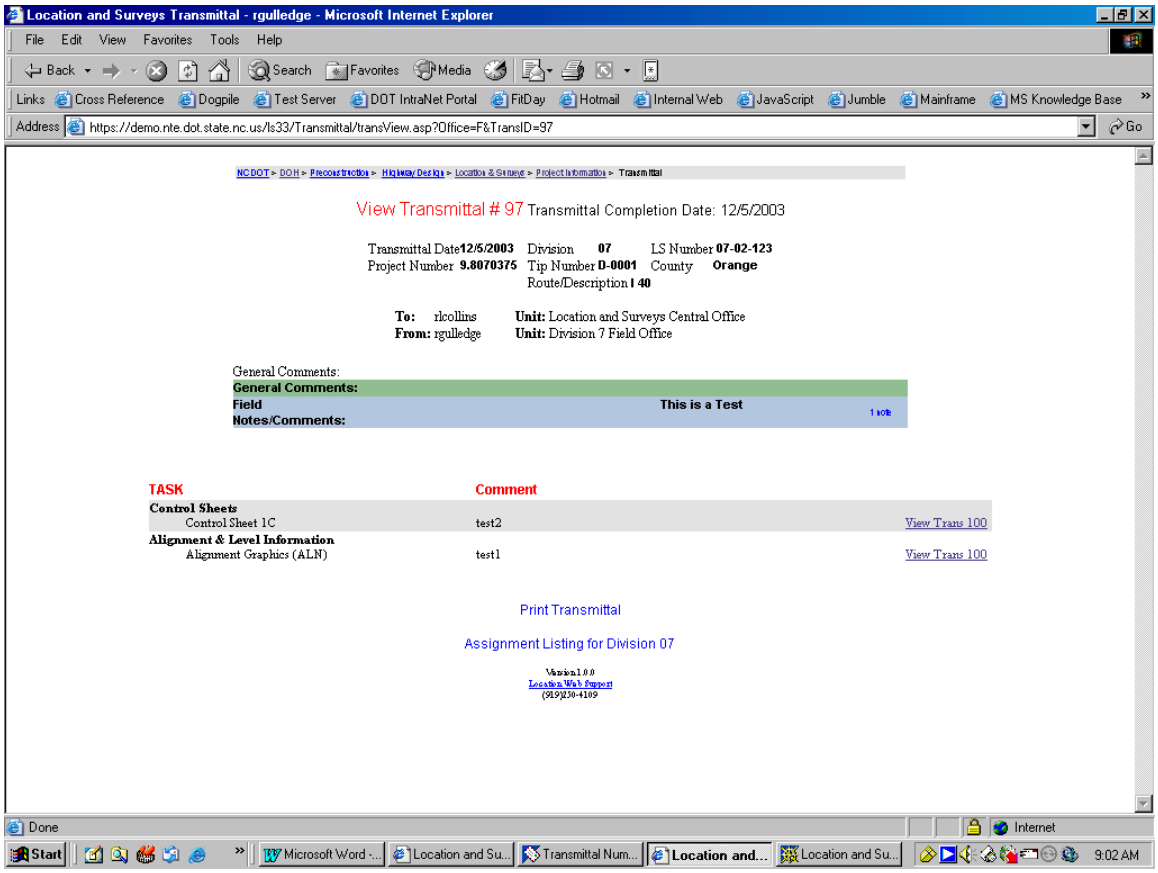
Please note that no tasks are shown until the view conformation is selected.

Once the receiving unit has viewed the transmittal, its status will go to complete.

The following screen shows the completed transmittal number 97.

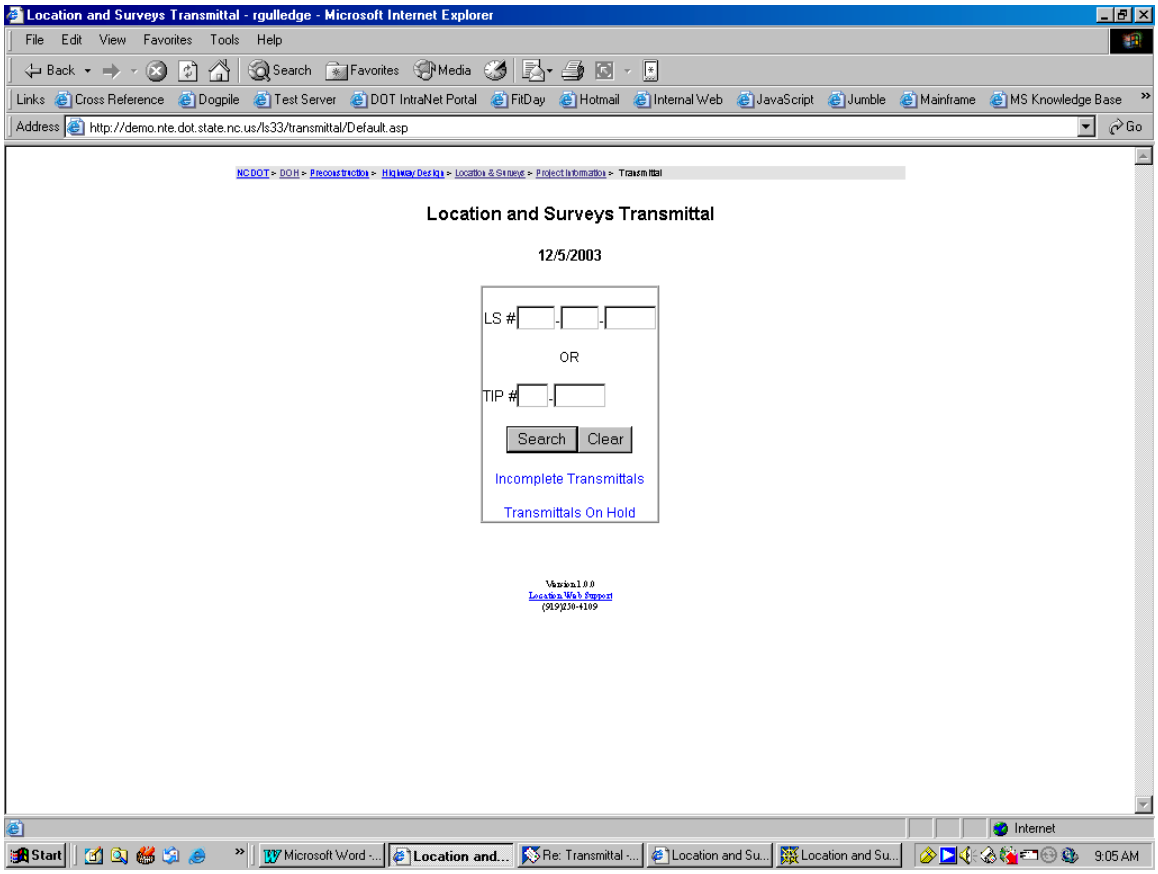


If you click on the transmittal number 97, you also have the option to view the associated child transmittals:

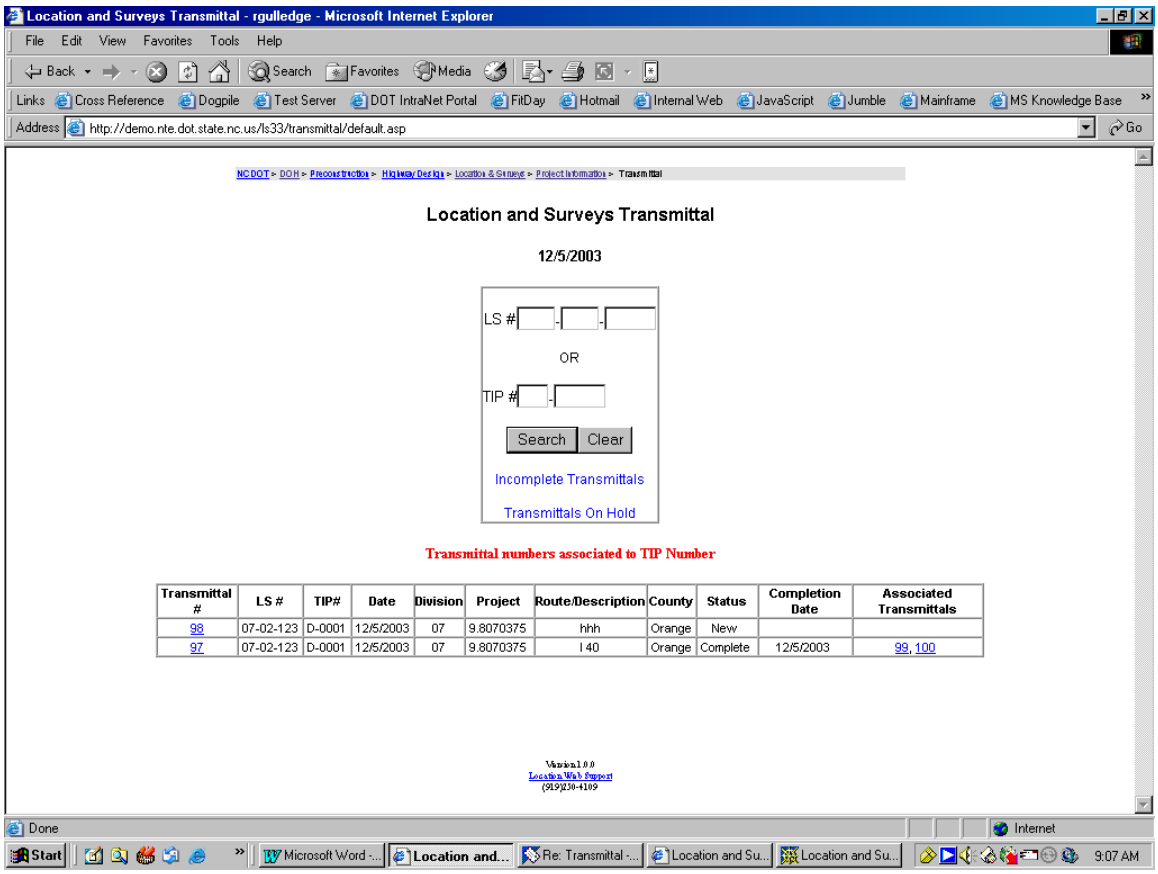


By clicking on the child transmittal, you get to see whom viewed it and when.

The final piece of the database is the public side. The screen looks like a basic search screen:

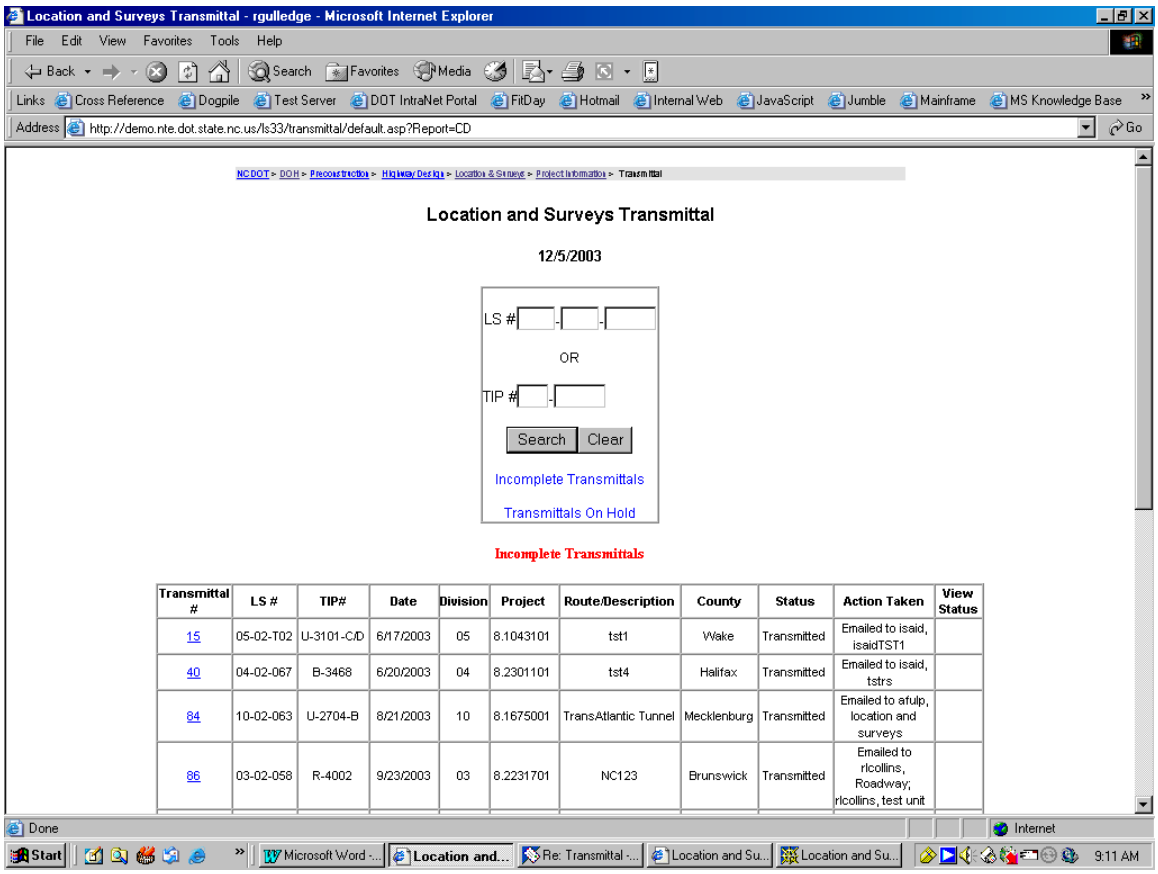


You can search by TIP or LS Number.

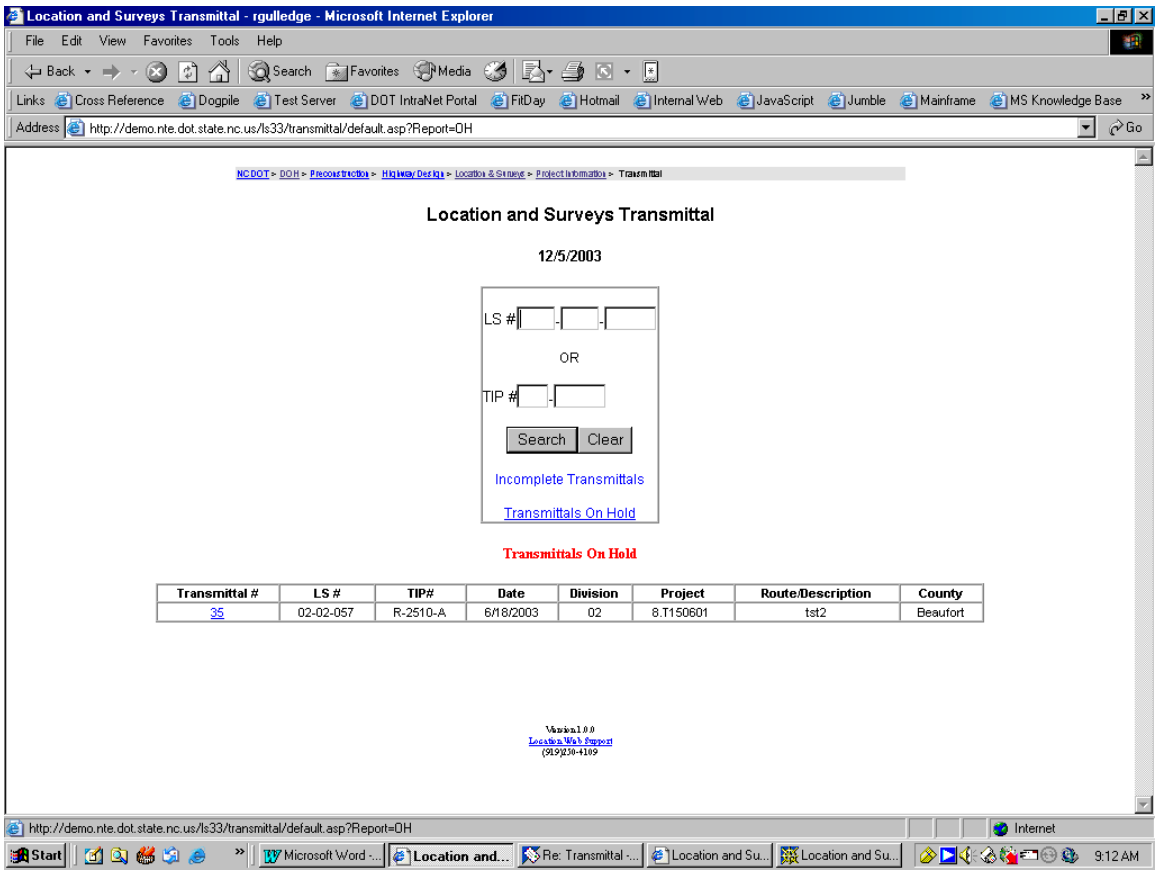


The results screen shows all associated transmittals for a project.

On the search screen there is also a button for showing Incomplete Transmittals.



You can also view a list of transmittals on hold:


Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Links Cross Reference Dogpile Test Server DOT IntraNet Portal FitDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base
Address http://demo.nte.dot.state.nc.us/ls33/transmittal/default.asp?Report=OH
Go
NCDOT > DOH > Preconstruction > Highway Design > Location & Survey > Project Information > Transmittal
Location and Surveys Transmittal
12/5/2003
LS #
OR
TIP #
Search
Clear
Incomplete Transmittals
Transmittals On Hold
Transmittals On Hold
Transmittal # | LS # | TIP# | Date | Division | Project | Route/Description | County
35 | 02-02-057 | R-2510-A | 6/18/2003 | 02 | 8.T150601 | tst2 | Beaufort
Version 1.0.0
Location Web Support
(919)250-4109
http://demo.nte.dot.state.nc.us/ls33/transmittal/default.asp?Report=OH
Internet
Start
Microsoft Word -...
Location and...
Re: Transmittal -...
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